Policy 10

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations. Policies provide effective direction and guidelines for the action of the Board, Chief Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide publicly funded Catholic education and compliance with the *Education Act* and provincial as well as federal legislation.

The Board believes in the establishment and regular review of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning
   The Board, in cooperation with the Chief Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development
   The Board may develop the policy itself or delegate the responsibility for its development to Chief Superintendent or other entity such as an external consultant.

3. Implementation
   The Board is responsible for the implementation of policies governing its own processes. The Board and Chief Superintendent share the responsibility for implementation of policies relating to the Board- Chief Superintendent relationship. The Chief Superintendent is responsible for the implementation of the other Board policies.

4. Evaluation
   The Board, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose and to ensure currency.

Specifically

1. Any Trustee may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in

writing, to the Board Chair. The proposal shall contain a brief statement of purpose or rationale.

2. The Chair will inform the Board of the request for policy development/ revision. The Board will determine the action to be taken.

3. Should the Board determine that a policy is necessary it will normally direct the Chief Superintendent to prepare a draft policy for its consideration. The Board acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be consulted as part of the policy development process.

4. Alternatively, the Chief Superintendent may be directed to draft amendments to an existing policy.

5. When appropriate, the Chief Superintendent shall seek legal advice on the intent and the wording of the policy.

6. The Board may seek advice from the Archbishop where deemed appropriate.

7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.

8. First and Second reading shall ordinarily be provided at the same meeting and third and final reading shall occur not sooner than one Regular Board Meeting after first and second reading unless there is unanimous agreement of a quorum of the Trustees present that third and final reading should immediately follow the first and second reading. If there is unanimous agreement all three readings may be provided at the initial meeting and final reading which shall be the final approval step,

9. In cases of emergency, the Board may, by a majority vote of a quorum of Trustees present at a Regular or Special Meeting of the Board, waive the requirement to bring a proposed new policy or amendment to policy and may consider a proposed new or amended policy at that meeting.

10. Unless an effective date in the future is specifically stated in the new or amended policy, in order to allow for orderly implementation, all policies shall be effective upon adoption.

11. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.

12. The Chief Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed appropriate for the effective operation of the Division. Administrative Procedures and Board Policies must be discrete but complementary. Nothing in an Administrative Procedure may be contrary to or inconsistent with a Board Policy.

13. The Board may request the Chief Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.

14. The Board may also delete a policy and subsequently delegate the Chief Superintendent authority over this area. The Chief Superintendent may choose to then develop an administrative procedure relative to this matter.

15. The Chief Superintendent must inform the Board of any substantive changes to administrative procedures as an information item in a Board agenda.

16. The Chief Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

17. The Board shall review its policies on a regular basis, ideally annually and no less frequently than once in a four year term.

Adopted: June 30, 2017
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Legal Reference: Education Act, Sections 51, 52, 53, 54, 222